

United States Mission Abuja

Vacancy Announcement

No. 2011-006	Date: FEBRUARY 4, 2011	Ref: A96073
Subject:	UNIT LEAD, HIV/AIDS PREVENTION	
Location:	ABUJA – CENTERS FOR DISEASE CONTROL & PREVENTION (CDC)	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION TITLE: Unit Lead, HIV/AIDS Prevention FSN-12

OPENING DATE: February 4, 2011

CLOSING DATE: February 18, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident Grade: FSN-12 (OR) – N5, 600,572.00 p.a. (Starting basic salary). In addition to the basic salary, all allowances will be paid in accordance, with the Mission Local Compensation Plan.

Not Ordinarily Resident (NOR) FP-3 AEFM: \$76,219.00 p.a

EFM: \$65,413.00 p.a. (**Starting salary**)

The **U.S. Embassy in Abuja** is seeking to employ a suitable and qualified candidate for the position of Unit Lead HIV/AIDS Prevention in the U.S. Centers for Disease Control and Prevention (CDC).

BASIC FUNCTION OF THE POSITION:

The incumbent will be responsible for providing project support to the President's Emergency plan for AIDS Relief (PEPFAR); contributing to the development, implementation, monitoring and evaluation of programs aimed at HIV prevention, including sexual transmission, medical transmission, mother to child transmission of HIV, and HIV counseling and testing. The incumbent will contribute to the planning of national programs in prevention activities, assist in the development and coordination of assessment activities, and establish the program's guidelines, procedures and strategies.

POSITION REQUIREMENTS:

NOTE: All applicants **MUST** address each selection criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. MBBS or MD degree in medicine, additional post graduate degree in public health or epidemiology and/ or behavioral or social sciences fields is required.
2. At least five years of work experience in the management of HIV programs (prevention, care and /or treatment). At least three of the five years must be supervisory experience
3. Level IV (Fluent) Speaking /Reading/Writing in English is required.
4. Incumbent must possess expert knowledge of the translation of evaluation data as it pertains to the improvement of program operations guidelines and policies.
5. Incumbent must be familiar with the health care system of Nigeria.
6. Incumbent must possess basic computer skills with experience in word processing, power point and excel spreadsheets.

SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of the employment.
4. Currently employed NORs hired under a Personnel Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resumes **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

HOW TO APPLY

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **Application for US Federal Employment (DS-174); or a current resume or curriculum vitae that provides the same information as a DS-174; plus.**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

SUBMIT APPLICATION TO:

Embassy of the United States of America
Human Resources Office
Plot 1075 Diplomatic Drive
Central District Area
Abuja.

POINT OF CONTACT:

Tel: 09-461-4000 Ext 4280

Fax: 09-461-4036

DEFINITIONS

1. U.S. Citizen Eligible Family Member (USEFM) – **For purposes of receiving a preference in hiring for a qualified position, an EFM** who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - A. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - B. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a U.S. Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: FEBRUARY 18, 2011

The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

An Equal Opportunity Employer

Approved: R/HRO: PKhan

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